**DOCUMENTS REQUIRED FOR LPR / ENCASHMENT OF OFFICIAL**

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| --- | --- | --- |
| **S NO.** | **Documents** | **Remarks** |
|  | Application for grant 365 das LPR/ Encashment in lieu of LPR. |  |
|  | 1st 2nd and last page of Services book) readable DOB &DOJ verified by DDO |  |
|  | Leave record verified by DDO |  |
|  | Certificate regarding 365 days LFP is due it has credit duly verified by Head of Office  |  |

 **Note:**

1. All the performas / specimen maybe downloaded from PMD’s website.
2. All the pension papers are in triplicate.
3. ll the documents must be attested.
4. All the certificates must be verified by the concerned DDO.
5. Option form for DCS & Indemnity Bond must be verified by the concerned Bank Manager and their copies must be attested by the DDO.
6. Copies of affidavits must be attested.

Tr **DOCUMENTS REQUIRED FOR LPR / ENCASHMENT OF OFFICER**

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| **S NO.** | **Documents** | **Remarks** |
|  | Application for grant 365 das LPR/ Encashment in lieu of LPR. |  |
|  | 1st 2nd and last page of Services book) readable DOB & DOJ verified by DDO (If Non-Gazetted Period) |  |
|  | Leave Admissibility Certificate Issued by AGPR (For 16 and above) |  |
|  | Copy of CNIC  |  |

 **Note:**

**DOCUMENTS REQUIRED FOR SANCTION OF ENCASHMENT OF OFFICER/ OFFICIAL**

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| **S NO.** | **Documents** | **Remarks** |
|  | Application for grant 365 das LPR/ Encashment in lieu of LPR. |  |
|  | Last Pay Certificate / Pay Slip verified by DDO  |  |
|  | Certificate regarding not avail any type of leave during the period of encashment Verified by Head of Office. |  |
|  | Copy of encashment order |  |
|  | Availability of budget / Head of account must be mentioned in covering letter |  |